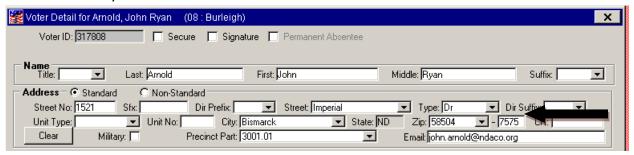
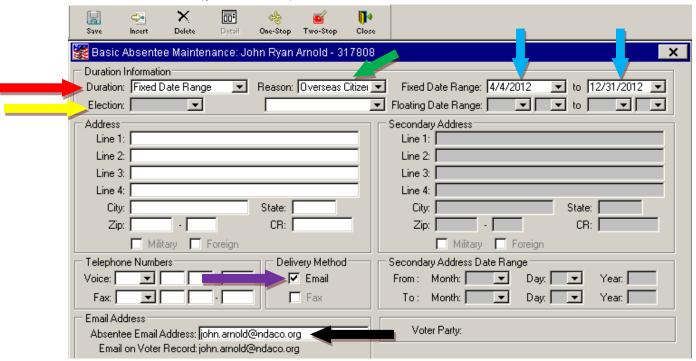
UOCAVA Two-Stop in Power

1) Open the voter's record. If the voter wishes to receive their ballot electronically fill in their email address on the Voter Detail screen (black arrow). Click the absentee pushpin on the secondary toolbar.

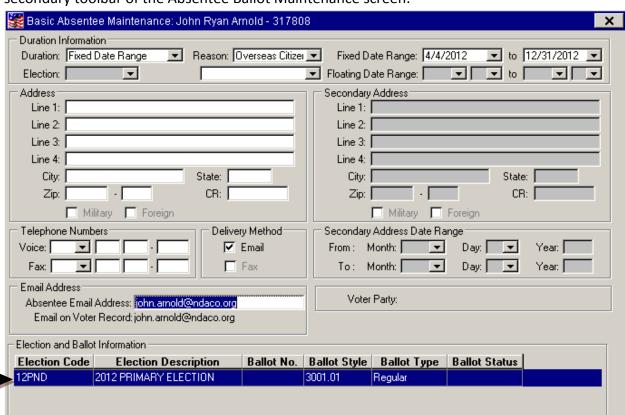


2) If the voter's application indicates all statewide elections in the year select Fixed Date Range in the Duration field (red arrow), then fill in the fixed date range from the current date to the end of the year (blue arrows). If the voter only requests a single election select Single Election in the Duration field and then select the appropriate election code in the Election Field (yellow arrow).



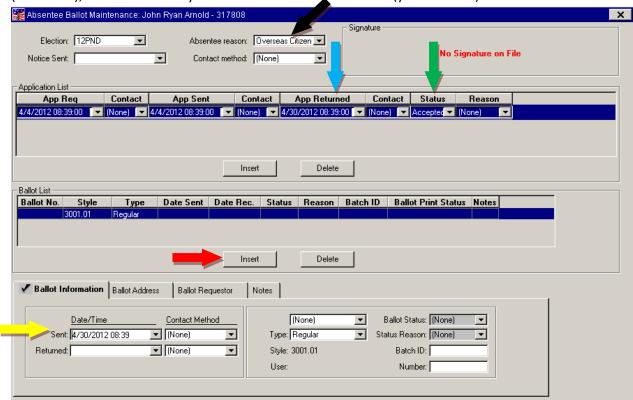
3) UOCAVA voters can fall into one of nine categories. Domestic Military, Overseas Military, and Overseas Citizens may choose to receive their ballot via mail, fax, or electronically. In the Reason field select the appropriate UOCAVA status, change from Vote-By-Mail if applicable (green arrow) (see Quicksheet-UOCAVA Definitions under Checklists>Power Profile in VOICES).

- 4) If the voter wishes to receive their ballot via email or fax click the appropriate box in the Delivery Method Field (purple arrow).
- 5) If the voter wishes to receive their ballot via email enter the voters email address in the email address field even though you've already entered it on the Voter Detail screen (black arrow). NOTE: IF YOU ARE A VOTE BY MAIL COUNTY THIS VOTER MAY ALREADY HAVE A RECORD FOR THE ELECTION FROM WHEN YOU RAN LABELS FOR THE APPLICATIONS. SEE VOTE-BY-MAIL UOCAVA ABSENTEE MAINTENANCE BELOW.
- 6) Click the Two-Stop button on the seconday toolbar. This will mark the record as having had an application returned and accepted and also that a ballot has been sent to the voter.
- 7) If you want to print labels right away double click the election line that appeared after clicking the two-stop button (black arrow). Then click the "Print Labels button on the secondary toolbar of the Absentee Ballot Maintenance screen.



Vote-By-Mail UOCAVA Absentee Maintenance

- 1) If your UOCAVA voter is an active voter then their Basic Absentee Maintenance record will likely already have an election on the record. Double click on the elections line (see black arrow in step seven above) to open the Absentee Ballot Maintenance screen.
- 2) This record will already include data for application requested and application sent. You will need to fill in the data for absentee reason (black arrow, same reason as step three above), application returned (blue arrow), status as accepted (green arrow), insert a ballot (red arrow), and select the days date for when the ballot is sent (yellow arrow).



3) If you want to print labels right away click the "Print Labels button on the secondary toolbar.